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2 NOV 1970

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 30 October 1970

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1. Staff Employee to Contract Employee Status-- [REDACTED] The Office of Training staff employee to contract employee conversion program at [REDACTED] has been completed. Thirty-four employees were involved: [REDACTED] guards, six telephone operators, the [REDACTED] and the Finance Assistant. The effective date was 1 November 1970.

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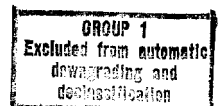
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2. Retirement Information Seminar: As of this date we have gone through half of the Seminar. Average attendance the first day was 320; for the second day it was 391. This is quite a disparity from the 700 plus who sought to attend and from the 524 who could have been accommodated. Whereas 105 spouses were registered to attend, only 35 showed up the first day and 36 the second day.

3. Voluntary Federal Income Tax Withholding for CIARDS Annuitants: On 1 October 1970 all CIARDS annuitants and survivor-annuitants were notified that the provisions of the Tax Reform Act of 1969 provided for the optional withholding of income tax on annuity payments beginning in 1971. Of the approximately 600 annuitants who received the notice, to date 85 have requested voluntary withholdings. The amounts range from \$12.00 to \$400.00 per month.

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4. Position Classification:

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a. Final determinations have been made on the [REDACTED]

[REDACTED] The positions will be upgraded to GS-14 as soon as the Office of Finance and the Deputy Director for Plans determine what other positions will be deleted to provide upper-level ceiling.

b. A review is being conducted concerning proposed changes in supergrade positions in the Office of Communications.

c. Storekeeper and Supply Assistant positions in the Central Depot are being surveyed.

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5. Cooperative Education: [REDACTED] and a representative of NPIC interviewed 25 co-op applicants at the University of Missouri/Rolla last week. Nine of this group were given PHS's to complete and return.

6. Reserve Affairs:

a. The first presentation of the new active duty training course "U.S. Military Involvement in Southeast Asia" started on Monday, 26 October, 1970. Thirty (30) Agency Military Reservists are enrolled.

b. A briefing team from the Office of Directorate for Intelligence Production, Africa/Middle East Branch, Defense Intelligence Agency will make a presentation to members of the Agency's Military Reserve Unit on Monday, 2 November 1970. The team will consist of four officers, who will cover the Military Situation in South Africa, French Military Domination in Chad, the Insurgency in Sudan and Tanzania's Security Forces.

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7. Problem Solving Seminar #7: [REDACTED] Chief/Review Staff
met with representatives of OAS, OS and C/OPSEN/DDP to develop an outline for
briefing the members of DDS Problem Solving Seminar #7.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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OD/Pers/ [REDACTED] djp (2 Nov 70)

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